



Consular Newsletter

elcome to our first edition of the Consular Newsletter for 2010! We hope that everyone has settled in nicely into the New Year. I hope that everyone had a wonderful summer break and could spend time together with family members and friends.

In this month's Newsletter, we encourage you to take the time to read each article, as they have lots of information about security, local events, and recent changes to laws and regulations on Consular Services that affect American citizens in Botswana.

As you know, worldwide security concerns make it increasingly important for Americans to remain in close communication. For that reason and in effort to serve you as best we can, we appreciate notification of any and all changes to your personal information and contact details by updating your registration through the online registration option at:

https://travelregistration.state.gov/
The Department of Sate encourages all American citizens residing abroad to register their presence at the nearest Embassy or Consulate through the government registration website. As we begin the new year, this is the best time to get online and check your registration record.

We would also like to remind you that American Citizen Services (ACS) established appointment system last year. In order to provide the most efficient service, we ask that you book your appointment online at http://evisaforms.state.gov/ACSSchedulingSystem.asp for routine services like passport renewal, add visa pages, notaries, and filing for a Report of Birth Abroad for your new baby.

As ever, please do not hesitate to contact us with comments and suggestions about this publication or any of our other services. We are trying to include more information about community events. If you know about anything happening, please let us know far in advance so we can include the information in the publication.

marianne

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Consular Officer's Corner



Greetings from the Consular Section,

Gladys, Marianne and I are pleased to present the Fall 2010 edition of the consular newsletter. Even though the thermometer is stilling topping 40C during the afternoons, the cool mornings and evenings herald the arrival of autumn in southern Africa. I hope that everyone has had a pleasant summer and has enjoyed basking in the sun while most of the United States shivered under mounds of snow and ice.

I will definitely miss the lovely weather in Botswana after I transfer out of Gaborone. My tour here will come to an end in late August. I head to Dubai next, where I anticipate finding more sun and sand. Before Dubai, though, I must survive a winter of language training in Washington, D.C. first. At this time next year, as the Washington winter starts to thaw, I will be reflecting on my warm

memories of Botswana.

However, there is still much to be done before August. First, don't forget to file your taxes! The International Revenue Service (IRS) filing deadline of April 15 is just around the corner. Although many people filing their taxes from overseas may be eligible for extensions and other accommodations, please be certain to review your tax-related responsibilities carefully. The Consular Section cannot offer tax advice and we can't help you file your taxes. We encourage you to read through the information from the IRS included in this newsletter and visit the IRS website (www.irs.gov) for more details.

We're always looking for ways to make this newsletter more useful. Based on some suggestions we've received and questions we frequently encounter, we've tried to include helpful items on where high school students can take the SATs and how much luggage you can take to the United States. And just in case a foreign passport holder plans to visit the United States with you, we've added a page on recent changes to the visa application procedure. For future newsletters, please let us know if you have any topics you would like us to cover. Just send your suggestions to ConsularGaborone@state.gov.

Please encourage newly arrived American citizens to register via www.travel.state.gov promptly upon arrival in Botswana. This will ensure that they receive our newsletters and other updates. Registering is really the best way for American citizens in Botswana to assist the Consular Section and our warden network to prepare for an emergency.

We continue to work with several key volunteers to strengthen and refine the emergency warden network. Ambassador Nolan recently hosted several Embassy wardens at a lunch and the Consular Section arranged a briefing at the Embassy. Wardens had a chance to meet each other and to review the Embassy's responsibilities toward American citizens. We are very, very grateful to all of the American citizens who have volunteered to serve as wardens for their communities and look forward to continuing and expanding our cooperation.

If you're receiving this newsletter, it's probably because you've already registered. Thank you very much for taking the time to let us know you're here and we hope you enjoy this edition of our newsletter.

Best regards,

Christopher Machin Consul

CONSULAR SECTION HOURS

American Citizen Services (ACS)

General Info: http://botswana.usembassy.gov/

Appointments: https://evisaforms.state.gov/ACSSchedulingSystem.asp

General Hours

Monday 10:00am to 12:00pm

Wednesday 10:00am to 12:00pm and 2:00pm to 4:00pm

If you require immediate assistance in the case of an emergency outside of the hours listed above, please contact our Office by e-mail, <u>ConsularGaborone@state.gov</u>; phone, +267 395-3982 ext 2322; or fax, +267 318-0232 first to make sure that the Consular Officer is here to see you. <u>In the event of an emergency After Hours, please dial +267 395-</u>
7111

Questions? Please contact us at ConsularGaborone@state.gov

IRS News

If you are a U.S. citizen or resident alien, the rules for filing income, estate, and gift tax returns and paying estimated tax are generally the same whether you are in the United States or abroad. Your worldwide income is subject to U.S. income tax, regardless of where you reside.

When to File

If you reside overseas, or are in the military on duty outside the U.S., you are allowed an automatic 2-month extension to file your return until June 15. However, any tax due must be paid by the original return due date (April 15) to avoid interest charges.

If you are unable to file your return by the due date, you can request an additional extension to October 15 by filing Form 4868 before the return due date. However, any payments made after June 15 would be subject to both interest charges and failure to pay penalties.



Where to File

If you are a U.S. citizen or resident alien (Green Card Holder), and you live in a foreign country or you are a non resident alien, mail your U.S. tax return to:

Department of the Treasury Internal Revenue Service Center Austin, TX 73301-0215

Estimated tax payments should be mailed with form 1040-ES to:

Internal Revenue Service P.O. Box 660406 Dallas, TX 75266-0406 USA

Taxpayer Identification Number

Each taxpayer who files, or is claimed as a dependent on, a U.S. tax return will need a social security number (SSN) or individual tax-payer identification number (ITIN). To obtain a SSN, use form SS-5, Application for a Social Security Card. To get form SS-5, or to find out if you are eligible for a social security card, contact a Social Security Office or visit Social Security International Operations. If you, or your spouse, are not eligible for a SSN, you can obtain an ITIN by filing form W-7 along with appropriate documentation.

Exchange Rates

You must express the amounts you report on your U.S. tax return in U.S. dollars. If you receive all or part of your income or pay some or all of your expenses in foreign currency, you must translate the foreign currency into U.S. dollars. Taxpayers generally use the yearly average exchange rate to report foreign-earned income that was received regularly throughout the year. However, if you had foreign transactions on specific days, you may also use the exchange rates for those days. Exchange rates can be found at www.oanda.com. Yearly average currency exchange rates for most countries can be found at Yearly Average Currency Exchange Rates.

How to Get Tax Help

The IRS Office in Philadelphia provides international tax assistance. This office is open Monday through Friday from 6:00 a.m. to 11:00 p.m. EST and can be contacted by:

Phone: 1 (215) 516-2000 (not toll-free)

FAX:1 (215) 516-2555 Email: Email the IRS

www.irs.gov

Mail: Internal Revenue Service

P.O. Box 920

Bensalem, PA 19020

USA



New U.S. Visa Form

New U.S. Visa Application Procedures

The U.S. Embassy in Gaborone, Botswana announces an important change to the U.S. visa application process.

Starting April 19, 2010, all U.S. visa applicants in Botswana must use a new visa application form known as the DS-160. Previous versions will not be accepted. The DS-160 is found at an interactive website known as the Consular Electronic Application Center (CEAC).

To apply for a U.S. visa, please follow these steps:

Make a visa interview appointment at:

http://evisaforms.state.gov/schedulingsystem.asp

Go to the CEAC site to complete the DS-160 application form:

https://ceac.state.gov/genniv/

From the CEAC site:

- 1. Chooses GABORONE as the place where you will apply for your visa.
- 2. Upload your photo (similar to uploading a photo on Facebook). [See more below.]
- 3. Answer ALL questions thoroughly and accurately.
- 4. Sign the DS-160 application digitally by reviewing and affirming your answers.
- 5. Print the CEAC confirmation page.
- 6. Bring the printed CEAC Confirmation page to your visa interview.

Please note these important tips for using the DS-160 form and the CEAC process:

Applicants will be held personally accountable for the accuracy and truthfulness of all answers. Because of the interactive nature of the form, applicants must answer every question accurately and thoroughly. Applications with partial or incomplete information will NOT be accepted.

Applicants must still bring all supporting documents necessary, including information demonstrating their ties to Botswana. Student and exchange visitor visa applicants should bring their I-20 or DS-2019 forms and SEVIS fee receipts. Working visa applicants should bring their I-797 Approval Notice.

Applicants' photos must comply with regulations. A photograph must be a face picture measuring 5cmX5cm on a white background. Even if uploading a photo via the CEAC website, please also bring a photograph meeting these requirements to the visa interview.

Warden Message - 24 February 2010

New Law Makes Absentee Voting Easier for Overseas Americans

On October 28, 2009, Congress enacted the Military and Overseas Voter Empowerment (MOVE) Act. This legislation amends existing law regarding overseas voting in federal elections, and should make voting easier for overseas Americans

New Procedures for 2010 Elections

Beginning with the November 2010 general election, and for all subsequent general, special, and primary elections, states will be required to mail out ballots at least 45 days prior to an election for a federal office. This requirement may cause some states to select earlier primary dates in order to comply with the 45 day mailing deadline, or to request waivers due to special circumstances.

In addition to mailing ballots to overseas voters, the states will be required, at the voter's request, to provide registration forms, absentee ballot request forms, and blank ballots via fax or email. However, each state's laws determine whether ballot requests or voted ballots can be returned via fax or email. The new law prohibits states from rejecting marked ballots based on notarization, paper size, or paper weight requirements. The witnessing requirements of individual states remain in place.

Overseas Absentee Ballot Requests

Effective immediately, states will no longer be required by federal law to continue to mail election materials to overseas addresses (even when they are determined to be invalid) for two complete general election cycles on the basis of a single ballot request. It will now be up to each state to determine how long to continue to send out election materials before requiring overseas voters to submit new ballot requests. This change, sought by local election officials, should greatly decrease the volume of voting materials sent abroad to addresses where Americans no longer reside.

State Department Recommendations

In light of these changes, the Department of State recommends that all U.S. voters residing abroad request absentee ballots from their local election officials at the start of each calendar year, and whenever there is a change of address, change of e-mail address, or change of name, by completing and sending in a Federal Post Card Application (FPCA). To locate information on your specific state's requirements, and to obtain an on-line version of the FPCA, please visit www.fvap.gov. Voters may also pick up a hard copy of the FPCA from any U.S. embassy or consulate. FPCAs may be mailed to your local voting officials in the United States via international mail or from any U.S. embassy or consulate. Many states allow U.S. citizens overseas to submit the FPCA by e-mail or fax.

The Department of State strongly encourages all U.S. overseas voters to provide email addresses or fax numbers on their FPCAs to enable local election officials to transmit election materials in the fastest manner available, which should then allow sufficient time for the return of voted ballots. For information regarding your specific state, please visit www.fvap.gov.

Emergency Ballots

The Federal Write-In Absentee Ballot (FWAB) serves as an emergency ballot for the November general elections for federal offices, although some states also permit its use for elections for state and local offices. Beginning in January 2011, the new law allows use of the FWAB for primary, special, and runoff elections for federal offices. Voters who request an absentee ballot in advance of their state's ballot request deadline, but who fail to receive an official ballot from local election officials in time to vote, should complete the Federal Write-In Absentee Ballot and send it back to local election officials in time for it to be counted. An on-line version of the FWAB, together with instructions for its use, is available at www.fvap.gov.

Questions?

The Voting Assistance Officer at the U.S. Embassy Gaborone, Botswana is also always available to answer questions about absentee voting. To contact the Voting Assistance Officer, call (+267) 395-3982, ext. 2322 or send an e-mail to

ConsularGaborone@state.gov.

Additional tips and guidance are available in our regular consular section newsletters. (For copies, please contact the consular section at the U.S. Embassy in Gaborone by fax [318-0232] or email ConsularGaborone@state.gov.) For emergency services outside regular business hours, please call the appropriate afterhours emergency number listed below.

U.S. citizens traveling abroad should regularly monitor the U.S. Embassy's website the U.S. Department of State's, Bureau of Consular Affairs website, where the current Worldwide Caution, Travel Warnings, Travel Alerts, and Country Specific Information can be found. The U.S. Embassy also encourages U.S. citizens to review "A safe trip abroad". which includes valuable security information for those both living and traveling abroad. In addition to information on the Internet, travelers may obtain up-to-date information on security conditions by calling 1-888-407-4747 tollfree in the U.S. and Canada, or outside the U.S. and Canada on a regular toll line at 1-202-501-4444.

All U.S. citizens in Botswana are urged to register online at the

Bureau of Consular Affairs website. Registering gives U.S. citizens access to updated information on travel and security within Botswana and makes it easier for the Embassy to contact citizens in case of emergency. Please note the following contact information:

U.S. Embassy to the Republic of Botswana

Embassy Drive

Government Enclave

Gaborone

Tel: 395-3982 (+267-395-3982)

Fax: 318-0232 (+267-318-0232)

Email: ConsularGaborone@state.gov

After-hours emergencies: 395-7111

(+267-395-7111)



RSO Corner - Warden Message 03 Feb 2010

An Update on Crime and Security Around Gaborone

From: The Regional Security Office (RSO), U.S. Embassy Gaborone

The U.S. Embassy in Gaborone, Botswana has received updated information on criminal activities targeting shopping complexes and residences in Gaborone. U.S. citizens are encouraged to be vigilant and take precautions to ensure their safety and security.

The Embassy has received information that there are groups of criminals operating at shopping complexes in Gaborone, particularly at the Game City shopping center. They are working together in teams to target individuals and rob them. One or two members of the gang will distract the targeted person, while another will then grab the valuables. Reports indicate that the criminals have been non-violent, but they will resort to violence if necessary.

The Embassy has also received reports of individuals attempting to gain entrance into residences or gain information about the occupants and security systems by posing as government or security guard company representatives. If you are unsure about the legitimacy of the individuals at your gate, do not let them in.

Security Suggestions from the Embassy Regional Security Office:

When visiting crowded shopping areas in Gaborone, please remember the following principles:

- Be aware at all times of who is around you. As you walk and shop, stop periodically and look behind you.
- Do not advertise valuables, including phones, iPods, and jewelry.
- Backpacks and purses should be zipped up and carried securely in the front of the body.
- Wallets and other valuables should be carried in front or side cargo pockets, and not in the rear pockets.
- Keep some small bills in external pockets to pay for items to avoid displaying the contents of your wallet to everyone in the checkout queue



ISSUE 1

RSO Corner cont - Warden Message 03 Feb 2010

What to do if you are a victim?

- If you are robbed, remain calm, and call the police on 999 from a secure area to report the incident.
- If robbed, do not try to confront or apprehend the assailants.
- For after-hours emergency assistance from the U.S. Embassy, contact the Embassy at 395-7111.

Additional tips and guidance on security are available in our regular consular section newsletters. (For copies, please contact the consular section at the U.S. Embassy in Gaborone by fax [318-0232] or email ConsularGaborone@state.gov.) For emergency services outside regular business hours, please call the appropriate after-hours emergency number listed below.

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U.S. Embassy to the Republic of Botswana

Embassy Drive

Government Enclave

Gaborone

Tel: 395-3982 (+267-395-3982)

Fax: 318-0232 (+267-318-0232)

Email: ConsularGaborone@state.gov

After-hours emergencies: 395-7111 (+267-395-7111)

Local Botswana Emergency Contact Numbers:

Police: 999

Fire: 998

Ambulance: 997

Travel Tips & News Tidbits

We know that many people use the Delta flight from Johannesburg to travel back to the United States and we wanted to pass on the following information from Delta about baggage allowances.

Effective immediately the 2 Piece baggage allowance will be reinstated for Economy Class passengers travelling between South Africa and USA. The 1 piece concept will only apply to passengers travelling between Europe and USA. Therefore the Baggage allowance is

 Economy Class baggage allowance is 2 pieces at 23kg per bag and 157 Linear cm (h + w + l)

For baggage weighing between 23kgs – 30kgs, passengers are charged \$150.00 at time of checkin.

Baggage weighing more than 30kgs has to be sent as cargo.

 Business class baggage allowance is 2 pieces at 32kg per bag and 157 Linear cm (Height + Width + Length).

Effective 04 January 2010, Delta will charge purely Domestic USA and Canadian passengers USD25 / CAD25 fee to check a first bag and USD35 / CAD35 for a second checked bag. Passengers travelling on an International ticket will not be charged the Domestic US and Canadian Baggage fee, provided that they check in at a Check In counter and

not at one of the Kiosks (Electronic Check in).

CARRY ON BAGGAGE

- One piece carry on baggage not to exceed 18kg and 45 linear inches/114cm (height + width + depth)
- One personal item (male/female handbag / briefcase / computer bag / camera case / diaper bag or any item if a similar size)

For any baggage related issues please see the www.delta.com/website.

Golfing Equipment

One golf bag is accepted as part of your free baggage allowance as long as it does not weigh more than 23kgs. The combined weight of all ski/snowboard bag and boot bag cannot exceed 23kgs and can form part of free baggage allowance. Golf, ski, and snowboard equipment will continue to be exempt from the maximum size limit of 203cm (based on the items exterior dimensions: length + width + height).

Bicycles

As of the 31st July passengers will be charged \$300 International and \$175 Domestic in each Direction for the trans-

port of their Bicycle. If the passenger is travelling JNB no stop ATL MCO he will be



charged \$300 but if he is travelling JNB stopping in ATL and then flying on to MCO he will be charged \$300 plus \$175.

Lost or Damaged baggage

For lost or damaged baggage contact our handling agent.

JNB Swissport Tel: (011) 928 8654 or (011) 928 8670 Fax: (011) 928 8533

CPT Bidair Tel: (021) 936 3360 or (021) 936 3361 Fax: (021) 936 3362

<u>Live Animal - Embargo</u> JNB/DKR/ATL

Between South African and the USA - 'pet in cabin' permitted for small pets. Larger pets to be sent as cargo. Between USA and South Africa all pets need to be booked as cargo. Please note - there are certain dates that there are embargos. Service animals for disabled passengers are excluded from this embargo.

SAT Info

Beginning this year, Maru A
Pula School is now an official
testing sight for the SAT examination, the college entrance test
required to attend certain colleges and / or universities in the
U.S. Mar u A Pula School is not
responsible for registration
hence, anyone planning to take
the exam must register through
the following website:
www.collegeboard.com/mysat

Volleyball

Sundays 4:30 PM to 6:00 PM

At the Embassy Recreation Center

Please contact CLO at CLOGaborone@state.gov

Calling all Americans to come to Marine House events!

Did you know that the Marine Security Detachment sponsors movie nights, Super Bowl parties, and other fun events? If you would like to know more about these functions, please contact the Marines at Inmanaj@state.gov and mention MWR in the subject line!

ISSUE 1





10th Annual HUMAN RIGHTS FILM FESTIVAL

When: 18-31 March 2010

Where: The AV Centre, Maru a Pula School

Cost: P 25 per ticket.

Tickets available at Maitisong & at the door.

All films free for students.

Film program on www.ditshwanelo.org.bw

GABORONE MUSIC SOCIETY

Do you enjoy singing?

Come and join us We are looking for male and female voices

We perform three concerts a year

Meet every Monday evening at Maitisong at 19h00

Established over 25 years ago

For more information contact: Pat Walls 71621907 or David Slater 72402668

Botswana's first opera at the No. 1 Ladies' Opera House in October last year was a sell out in its second week. Its librettist Alexander McCall Smith is now funding the new seating and stage in readiness for the planned 2010 season of nine music and drama shows.

Hit comedy from Cape Town starring Nicholas Ellenbogen and Nhlanhla Mkhwanazi. Supported by Liz Szymczak and Nomazulu

Although set around the game of cricket, it is a satirical look at the ever evolving relationships between White and Black people in South Africa. It is all seen through the eyes of a retired school master who is trying to come to grips with the African Renaissance. It will have audiences

To open on Wednesday 7th April

Dinner and show P185

Dinner and show P185
Show only P130
Menu: Starter of a selection of Patés with fresh bread.
A shepherd's pie, or steak and kidney pie.
*On all menus there will be a vegetarian option determined by fresh seasonal produce. After the show coffee and Bush tea will be served.

"CATTLE DRIVE"
Our second collaboration with local Showtime Theatre Company. To be written and work-shopped with Nicholas Ellenbogen. It will star Kabelo Nyenye and Kabelo Ramaselwana and an acoustic steel string guitarist

tarist This will follow a young Batswana man's first cattle drive with his older cousin from Ganzi to Lobatsi. A series of fire side stories and songs evoking the great cattle drives of

To open on Wednesday 5th May Dinner and show P185

Show only P130

Menu: Starter of soup in the style of Ma Ramotswe, with corn bread.

bread.

Braai of Beef - potatoes and butternut off the coals.

*On all menus there will be a vegetarian option determined by fresh seasonal produce.

After the show coffee and Bush tea will be served.

Desserts extra.

For booking form

E-mail: no1.operahouse@gmail.com Tel: (+267) 72868 6557/ +267 316 54 59 Open air seating for dinner;

BRAY

Take the Lobatse Road past Game City
Turn left at the sign to St. Joseph's College
Cross over the railway line – the opera house is on your right about 1.5 km further along the road.



Worldwide Caution

Travel Alert

(The Most Recent Worldwide Notice from www.travel.state.gov)

February 12, 2010

The Department of State has issued this Worldwide Caution to update information on the continuing threat of terrorist actions and violence against U.S. citizens and interests throughout the world. U.S. citizens are reminded to maintain a high level of vigilance and to take appropriate steps to increase their security awareness. This replaces the Worldwide Caution dated July 29, 2009 to provide updated information on security threats and terrorist activities worldwide.

The Department of State remains concerned about the continued threat of terrorist attacks, demonstrations, and other violent actions against U.S. citizens and interests overseas. Americans are reminded that demonstrations and rioting can occur with little or no warning. Current information suggests that al-Qaida and affiliated organizations continue to plan terrorist attacks against U.S. interests in multiple regions, including Europe, Asia, Africa, and the Middle East. These attacks may employ a wide variety of tactics including suicide operations, assassinations, kidnappings, hijackings, and bombings.

Extremists may elect to use conventional or non-conventional weapons, and target both official and private interests. Examples of such targets include high-profile sporting events, residential areas, business offices, hotels, clubs, restaurants, places of worship, schools, public areas, and locales where Americans gather in large numbers, including during holidays. Americans are reminded of the potential for terrorists to attack public transportation systems. Extremists also may select aviation and maritime services as possible targets.

Before You Go

U.S. citizens living or traveling abroad are encouraged to register with the nearest U.S. Embassy or Consulate through the <u>State Department's travel registration web site</u> to obtain updated information on travel and security. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency. U.S. citizens are strongly encouraged to maintain a high level of vigilance, be aware of local events, and take the appropriate steps to bolster their personal security. For additional information, please refer to "A Safe Trip Abroad".

U.S. Government facilities worldwide remain at a heightened state of alert. These facilities may temporarily close or periodically suspend public services to assess their security posture. In those instances, U.S. embassies and consulates will make every effort to provide emergency services to U.S. citizens. Americans abroad are urged to monitor the local news and maintain contact with the nearest U.S. Embassy or Consulate.

As the Department continues to develop information on any potential security threats to U.S. citizens overseas, it shares credible threat information through its <u>Consular Information Program documents</u>. In addition to information on the Internet, travelers may obtain up-to-date information on security conditions by calling 1-888-407-4747 toll-free in the United States and Canada or, outside the United States and Canada on a regular toll line at 1-202-501-4444. These numbers are available from 8:00 am to 8:00 pm Monday through Friday, Eastern Time (except U.S. federal holidays.)

From:

Consular Section

PO Box 90

Gaborone

To: